

CHECK LIST FOR EVENTS PLANNING

Below is a list of items, which you may need to consider for an event. Please note this list is not all inclusive. Rather, it is presented as an aid to help advisors plan productively.

- _____ **Have event approved**
- _____ **Complete the use of Facility Form**
- _____ **Order food from the cafeteria, make reservations at Chez Technique or purchase food**
- _____ **Complete the Class Coverage Form**
- _____ **Send memo excusing students**
- _____ **Prepare necessary checks, purchase orders, etc.**
- _____ **Arrange for event, publicity; poster, flyers, marquee, PA. Announcement, etc.**
- _____ **Inform outside security to plan for parking and if necessary additional staff**
- _____ **Request inside security assistance**
- _____ **Purchase gifts, awards, etc.**
- _____ **Consider covering event with a photo, press release, etc.**
- _____ **Consider if an Administrator and or the Chief School Administrator should attend**
- _____ **Arrange for music**
- _____ **Arrange for chaperones**
- _____ **Arrange for transportation**
- _____ **Arrange for lighting/sound technician**
- _____ **Arrange for proper dress/uniforms/gowns**
- _____ **Arrange for podium and podium banner**
- _____ **Decorate Area, i.e. School Banners, Tablecloths, Paper Decorations, etc.**
- _____ **Remind all Personnel and Departments of your event the day before it occurs**